Student & Parent Handbook

2026-2027 School Year



Jefferson Campus (Pre K-5th)
1116 Jefferson Avenue
New Orleans, LA 70115

Laurel Campus (6th - 8th)
3649 Laurel Street
New Orleans, LA 70115

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Dear Benjamin Franklin Elementary Families,

Welcome to a new school year at Benjamin Franklin Elementary!

It is truly an honor to serve as CEO of this incredible school community. As I begin this journey alongside our students, families, faculty, staff, and community partners, I am filled with excitement about what we can accomplish together.

At Benjamin Franklin Elementary, we believe that every child deserves an excellent education, a safe and nurturing environment, and adults who believe deeply in their ability to succeed. Our responsibility extends beyond academics. We are preparing our students to become confident learners, responsible citizens, critical thinkers, and young people who understand that their dreams are worth working for.

This Student & Parent Handbook is an important part of that work. Inside, you will find information about our expectations, policies, procedures, and the many systems we have in place to support our students. I encourage every family to read it carefully and discuss the expectations with your child.

But a handbook alone does not build a great school. **People do.**

We need our teachers teaching with excellence. We need our students showing up ready to learn. We need our families engaged and informed. And we need school leadership to be accessible, responsive, consistent, and accountable. When all of us work together, our children benefit.

As we move forward, you will hear us talk often about doing **Real Work and Achieving Real Results.** For us, those are more than words. They represent our commitment to setting high expectations, doing the work necessary to meet them, and ensuring that every decision we make keeps students at the center.

There will be celebrations along the way, and there may also be challenges. Through both, my commitment is that we will communicate, collaborate, problem-solve, and continue moving forward together.

Parents and caregivers, thank you for trusting us with your most precious gift, your child. We do not take that responsibility lightly. I invite you to be active partners in your child's education, stay connected with us, ask questions, attend school events, communicate with teachers, and help us reinforce the expectations that will allow every student to thrive.

I am excited about what is ahead for Benjamin Franklin Elementary. Together, we will honor the legacy of this school while building an even stronger future for the children and families we serve.

With gratitude and excitement,

Tarynesa "Terri" Williams

Chief Executive Officer
Benjamin Franklin Elementary School
Legacy of Excellence Charter School

Our Leadership Team

- Elementary School Principal (PK-5th grade) -Nichelle Logan-Jones, M.Ed.
- Middle School Principal (6th -8th grade) - Dr. Dana Clark-Williams, Ph.D.

Contact Information

We are one school that occupies two campuses: An Elementary Campus for grades PK – 5th and a Middle School Campus for grades 6th – 8th. The Business Office is located at the Elementary Campus. https://www.babyben.org/

Jefferson Campus
1116 Jefferson Ave.
New Orleans, La 70115
(504) 304-3932

Laurel Campus
3649 Laurel St.
New Orleans, La 70115
(504) 359-7730

Legacy of Excellence Vision

To become a national model for non-selective admission schools that excels in providing students who have diverse needs with elite educational programming and experiences. Our students will be prepared to succeed in the best high schools New Orleans has to offer and enter into the colleges of their choice.

BFE Vision

Accelerating the learning of all students through data driven inquiry, reflective teaching, and powerful learning.

BFE Mission Statement

Benjamin Franklin will Provide Exposure to an authentic and meaningful learning Experience that achieves Excellence for all students.

Our Creed

I will be kind and considerate.
I will respect people and property. I will follow directions the first time. I will do my very best quality work.

School Mascot

Benjamin Bear

School Motto

Beyond Expectations

Core Values

Belief
Excellence
Accountability
Respect
Service

BFE 2026-2027 Theme:
Team Work Makes the Dream Work

Alma Mater

By Frank Richard

As we stand and pledge our Alma Mater, Let our voices now ring loud and true- For the glory of our school.
Benjamin Franklin, Benjamin Bears,
Benjamin Franklin,
We love you.
Praise and honor together in unity, brothers and sisters united we stand for thee- For the glory of our school. Benjamin Franklin, Benjamin Bears, Benjamin Franklin,
We love you!

Beliefs

To accomplish our mission, our staff maintains the following beliefs: The social curriculum is as important as the academic curriculum. How children learn is as important as what they learn.

Process and content go hand in hand. The greatest cognitive growth occurs through social interaction. To be successful academically and socially, children need a set of social skills: cooperation, assertion, responsibility, empathy, and self-control. Knowing the children we teach-individually, culturally and developmentally-is as important as knowing the content we teach. Knowing the families of the children we teach and working with them as partners is essential to children's education. How the adults at school work together is as important as their individual competence: Lasting change begins with the adult community.

Adapted for our school from the Responsive Classroom

ACADEMICS & INSTRUCTION

Academic Integrity

Academic integrity involves the completion of one's own assignments as representation of one's own capabilities. There are several behaviors which would cause someone's academic integrity to be brought into question, including but not limited to: cheating, plagiarism, forgery, and computer misuse. Consequences regarding such behaviors will be applied according to the Student Code of Conduct.

Grade Reporting/Report Cards

In order for a student to receive grades in his/her academic subjects, he/she must be enrolled in the school and be in attendance for ten (10) days or more. Students' grades are based on academic requirements for mastering Louisiana Student Standards. This may be done through quizzes, tests, assignments, homework, and projects. Participation and behavior will be evaluated separately from academics by the use of checklists, progress reports, and rubrics. Students' grades and averages are expressed as letter grades A, B, C, D or F.

Quarterly Grade Computation

20% Quarterly Exam (Post-test)	A = 90 -100
40% Summative (Projects, Unit/Chapter Test)	B = 80 -89
30% Formative (Daily Classwork focused on Standards, Quizzes, and Weekly Tests)	C = 70-79
	D = 60-69
10% Class Participation ((engagement in classroom activities as evidenced in Class DoJo & homework)	F = 0 - 59

Promotion Requirements

Benjamin Franklin Elementary/Middle Mathematics and Science Charter School adheres to the Pupil Progression Plan adopted by the Orleans Parish School Board. Students are promoted to the next grade level at the end of the school year by meeting the promotional requirements stated in the Pupil Progression Plan and by maintaining a minimum of a 60 D average in each promotional subject and attending the required days in the school year.

The promotional subjects for each grade level are as follows: Kindergarten - The student shall meet multiple criteria that indicate readiness for first grade that include at least 70% attainment of kindergarten benchmarks, at least 70% on the End-of Year- Kindergarten Assessments, and readiness for first grade reading as indicated on a standardized measure.

- Grades 1st and 2nd - Reading, Language, and Mathematics
- Grades 3rd – 5th- Reading, English/Language Arts, Mathematics, Science and Social Studies
- Grades 6th – 8th – English/Language Arts, Mathematics, Science and Social Studies

A Student Study Educational Plan is completed by the teacher of record, submitted to the SAT (Student Assistance Team) and signed by the parent for any student in danger of failing after the second quarter report cards. **Please note that 3 D's and one F average to an F on the Year End Averaging.**

Curriculum

Our rigorous curriculum is aligned with the Louisiana Student Standards and Louisiana Connectors. The curriculum includes technology-based instruction, interactive strategies, differentiated instruction, and Success for All school- wide programming.

Assessments

2026–2027 Student Assessment Calendar & State Publication Requirements

Learning and Growth | We challenge and develop.

Our approach to assessment

At BFE, assessments help educators understand what students know, identify strengths and needs, adjust instruction, and celebrate meaningful progress. Assessment results are considered alongside classroom learning and individualized goals. No single score defines a child's potential.

1 | Louisiana publication requirements — Act 674 (2026)

Beginning in 2026–2027, Louisiana requires each public school governing authority to publish the following on its public website:

- A direct hyperlink to the Louisiana Department of Education (LDOE) statewide mandated assessment schedule and a downloadable PDF copy, within 10 business days after LDOE posts or updates the schedule.
- A school-system assessment calendar, completed, published, and updated annually by November 1. It must include state-required and locally required assessments, with the Annual Local Assessment Review information.
- Submission to LDOE of the completed local assessment calendar and the website address where it is posted.
- An annual review of local benchmarks/interim assessments for alignment with standards, instructional usefulness, parent access to results upon request, and minimizing time away from instruction.

Official LDOE assessment schedule and downloads: https://doe.louisiana.gov/school-system-leaders/measuring-results/assessment-calendar

LDOE also supplies a 2026–2027 school-system calendar template and Act 674 support materials on that page.

2 | BFE assessment calendar

Dates below reflect BFE's planned administration schedule unless marked as an official state window. Specific dates may be adjusted to comply with LDOE windows and school operations.

Assessment	Students	BFE schedule
TS GOLD	Pre-K	First 30 days of school; exact dates to be determined
DIBELS	All K–3	BOY Aug 20–Sep 8, 2026; MOY week of Dec 7, 2026; EOY week of Apr 6, 2027
KTE	All K–3	BOY Aug 20–Sep 8, 2026; MOY week of Dec 7, 2026; EOY week of Apr 6, 2027
i-Ready Diagnostic	Grade levels to be confirmed	August 2026; January 2027; May 2027
ANet	Grades 2–8	End of each quarter; exact dates to be announced
LEAP — grades 3–5	Grades 3–5	BFE plans second week of April 2027; delivery mode to be verified
LEAP — grades 6–8	Grades 6–8	BFE plans third week of April 2027
LEAP makeups	Eligible tested students	BFE plans fourth week of April 2027
LEAP Connect	Eligible grade 8 students	BFE plans week of February 22, 2027; confirm within state window
ELPT	Eligible English learners	BFE plans week of March 1, 2027; confirm within state window

3 | State-required assessment windows and important notes

LDOE lists the K–3 literacy and numeracy screener windows as: BOY first 30 days of school; MOY December 1–31; EOY April 1–30. BFE's dates above are local dates within these windows, subject to confirmation.

LDOE lists the grades 3–8 LEAP computer-based testing window as April 1–May 12, 2027. The state allows paper-based testing for grade 3 in specified subjects/dates; grades 4–8 are generally computer-based. BFE's earlier "grades 3–5 PBT" plan must be reconciled with state delivery rules before posting as final.

LDOE additionally lists a kindergarten Shaywitz Dyslexia Screener (March 1–May 8, 2027) and grade 3 literacy rescreening for qualifying students (last week of school through June 30). BFE should confirm applicable procedures and include these in its full compliance calendar.

LEAP Connect and ELPT local dates must be checked against their respective official state windows before public confirmation. LDOE's current schedule is the controlling source.

4 | What each assessment tells us

TS GOLD — Observational measures of Pre-K development and learning.

DIBELS — Foundational early-literacy skills and reading progress.

KTE — State-designated K–3 assessment; BFE retains the label "KTE" as supplied.

i-Ready — Diagnostic reading and/or mathematics strengths, needs, and growth.

ANet — Standards-aligned interim evidence to guide instruction at quarter end.

LEAP — Achievement of Louisiana grade-level academic standards.

LEAP Connect — Alternate assessment for eligible students with the most significant cognitive disabilities, as determined by the IEP team.

ELPT — English language proficiency of identified English learners.

Homework

Homework assignments are an extension of the learning day. Students are expected to record, complete, and return homework assignments on the due date. Parents are to become familiar with the teacher's policies and procedures for homework and to ensure completion of assignments with quality and pride. It is helpful for students to have internet access in order to complete assignments. Homework assignments are not graded. Homework grades will be recorded as a class participation grade.

Homework Assistance

The State Library of Louisiana offers a free educational service, Homework Louisiana, an online tool that connects Louisiana K-12 students to a live tutor online for one on one help with homework. Students can access Homework Louisiana by going to www.homeworkla.org. For more information go to https://www.tutor.com/.

Make-Up of Missed Assignments

It is the parent/student's responsibility to request missed assignments. Missed assignments include work missed as a result of absences, resource classes and/or field trips. Students must complete the missed assignments and submit them to the teacher according to the teacher's timeline.

School Supply List

Grade level/Content supply lists are available on the school's website. Click here to access. Teachers will notify parents of special projects which may require additional supplies.

Textbooks

If a textbook/workbook is issued to a student, a textbook contract must be signed by the student as well as the parent or guardian. Parents or guardians are responsible for the cost of loss or damaged books. It is the responsibility of the student to take proper care of the textbooks/workbooks issued by the classroom teacher. Mid-year checks will be conducted to insure the books are cared for properly. Textbooks and non-consumable workbooks are to be returned at the end of the school year. If a student transfers to another school, all textbooks must be returned or paid for in order for school records to be released.

School-Wide Heading

This is the official school-wide heading that must be used for all written assignments.

Name/ Date/ Teacher/ Grade/ Subject/Skill

STUDENT RECOGNITION

- **Academic -** Students will be recognized quarterly and at the end of the year awards program for the following achievements:
    - Principal's Honor Roll - A's in **all subjects**,
    - A/B Honor Roll - All A's and B's
    - B Honor Roll – All B's
    - Perfect Attendance - present every day, no tardiness or early releases.
- **Conduct -** There will be a Class Dojo Celebration for students earning at least 85% positive points at the end of each quarter.

ATTENDANCE

Excerpt from Louisiana Truancy Law R.S. 17.233

B.(1)(a) A student shall be considered habitually absent or habitually tardy when either condition continues to exist after all reasonable efforts by any school personnel, truancy officer, or other law enforcement personnel have failed to correct the condition after the fifth unexcused absence or fifth unexcused occurrence of being tardy within any school semester. (b) The parent or legal guardian of a student shall enforce the attendance of the student at the school to which the student is assigned.

(c) The CEO, principal of the school, or his designee, shall notify the parent or legal guardian in writing on or before a student's third unexcused absence or unexcused occurrence of being tardy, and shall hold a conference with such student's parent or legal guardian. This notification shall include information relative to the parent or legal guardian's legal responsibility to enforce the student's attendance at school and the civil penalties that may be incurred if the student is determined to be habitually absent or habitually tardy. The student's parent or legal guardian shall sign a receipt for such notification.

At Benjamin Franklin Elementary we believe that regular and punctual attendance is a key factor in the achievement of academic success. When students are absent from or tardy to school, they miss instruction that is vital to their learning. Absences/tardies cause a loss of continuity in the daily learning process. They also miss important practice and community building opportunities.

It is impossible to recreate the learning activities that go on in a classroom when students are absent. Although individual assignments can be completed at a later date, repeated absences from school or repeated tardiness can become overwhelming to a student who must attempt to make up missed work and to keep up with current work at the same time. Any student who misses 14 or more unexcused days is subject to not being promoted to the next grade.

BFE Attendance Policy and Procedure for Student Absenteeism

Attendance is one of the most significant indicators of school success. Students who attend school regularly are naturally exposed to more than those who are routinely absent. Furthermore, absences can quickly add up. A student who misses an average of twelve days a year from kindergarten through twelfth grade will miss 156 days of school, which nearly translates to an entire year. We at **Benjamin Franklin Elementary/Middle Mathematics and Science Charter School** must do everything within our power to monitor and ensure our students are in regular attendance to school.

Excused: An absence due to illness, doctor's appointment, death of a family member or that has received prior approval by the principal or designee. Any absence after five consecutive days will require a call and a (doctor's/parent's) note upon the return of the student to be excused.

Unexcused: An absence in which the student is out of school that does not qualify as excused or explained. The principal or designee can determine or change an absence from unexcused to excused.

Unexcused Absences:

1. **Daily Automated Notification**
    - An automated phone call will notify families each day a student is marked absent or tardy without an excuse.
2. **3rd Unexcused Absence or Tardy**
    - School personnel will contact families by phone upon a student's third unexcused absence or tardy to emphasize the importance of consistent attendance.
    - All communication will be logged in PowerSchool or on a Parent Communication Log.
    - If a fourth unexcused absence occurs, a referral will be made to the school social worker for follow-up with the parent/guardian.
3. **5th Unexcused Absence or 5 Absences in a 9-Week Period**
    - On the fifth unexcused absence or fifth total absence within any nine-week period, the family will receive an official attendance letter:
        - Via email,
        - Through certified mail, and
        - Sent home with the student upon their return.
    - Families of students with five or more unexcused absences will be required to attend a conference with the school social worker. Failure to attend will result in a referral to Families in Need of Services (FINS) for further intervention.

Excessive Absences (Unexcused or Excused):

1. **10 Unexcused Absences by Mid-Year and 15 Total Absences by End of 3rd Marking Period**
    - If a student accumulates ten unexcused absences by mid-year or fifteen total absences by the end of the third marking period, an additional Attendance Conference will be scheduled with the family. This conference serves as a formal warning that continued absences may impact the student's promotion.
    - At the discretion of administration, a final decision will be rendered regarding make-up work, summer school requirements, or retention, with consideration for any extenuating circumstances.

School Attendance is Important

1 or 2 days a week doesn't seem like much but…

If a child misses	That equals	Which is	And over 13 years of schooling that's…
1 day every 2 weeks	20 days per year	4 weeks per year	Nearly 1 ½ years of school
1 day per week	40 days per year	8 weeks per year	Over 2 ½ years of school

2 days per week	80 days per year	16 weeks per year	Over 5 years of school
3 days per week	120 days per year	24 weeks per year	Nearly 8 years of school

How about 10 minutes a day, surely that will not affect my child…

If he/she is missing	That equals	Which is	And over 13 years of schooling that's…
10 minutes per day	50 minutes per week	Nearly 1 ½ weeks per year	Nearly a ½ year
20 minutes per day	1 hour 40 minutes per week	Over 2 ½ weeks per year	Nearly 1 year
30 minutes per day	Half a day per week	4 weeks per year	Nearly 1 ½ years
1 hour per day	1 day per week	8 weeks per year	Over 2 ½ years

Students who regularly attend school and graduate from high school have…

Better academic performance

Greater opportunities for higher education

More work options and earning potential

Every Minute Every Day Matters

2026-2027 ACADEMIC CALENDAR

School Hours

Elementary School Campus school day: 8:15 am - 3:45 pm

Middle School Campus school day: 8:00 am – 3:30 pm

Students are expected to report to school on time every day.

Arrival and Departure

Students are not allowed in any area of the building before school starts. Therefore, parents should not drop any student off before the gate/door opens to welcome students:

Elementary School Campus (Pre-K - 5th Grade) – 8:10 am

Middle School Campus (6th - 8th Grade) – 7:50 am

There is no supervision prior to these specified times except in morning Bear Care at the Elementary School Campus which begins at 6:30 a.m.

There are only two modes of transportation for students:

- Bus
- Carpool

The "walkers gate" will not be an option. All parents will have to utilize the carpool line to ensure the safety of all staff and students.

There should be no students in the building after dismissal unless:

- They are staying with a teacher for extra help.
- They are participating in an official activity such as aftercare, tutoring, a club or sports activity.

- They are required to stay for detention.

Carpool Drop-off/Pickup

Elementary Campus

- Carpool parents should not arrive before 7:45 am and 3:30pm to the campus; gates will be opened for vehicles to come onto the rear yard at the aforementioned times.
- Vehicles should drive down Octavia Street heading towards the river. Make a left turn onto Coliseum Street. Cars must not enter Coliseum from Jefferson Avenue.
- Turn into the driveway gate on Coliseum Street in a single line where a staff member will direct you to line up your vehicle.
- In the loading and unloading area, three (3) lines will form going towards the Chestnut Street gate for exit.

Middle Campus

- Carpool parents should not arrive before 7:30am and 3:15pm to the campus and form a line on Nashville Ave.
- Vehicles should drive down Nashville Ave. coming from Tchoupitoulas St.
- Students will not be allowed to enter the building until 7:50am
- Parents must pull to the front of the carpool line in order for students to enter/exit the vehicles.
- Students will not be allowed to walk across the parking lot/street to enter/exit vehicles.
- No student will be released to meet a parent at their vehicle which is not in the carpool line.

Carpool/Drop-off/Pickup

Parents who drop their child(ren) off and pick their child(ren) up are expected to be on time every day. Any student who is not picked up on time at the Elementary campus will be signed in to Bear Care and a fee will be charged at a rate of $5.00 per hour. Students who are habitually dropped off early and/ or not picked up on time will be referred to administration, and if not resolved, to Social Services

Note: Bear Care is only available at the elementary campus; therefore students at the Nashville campus are to be picked up promptly at 3:30 pm. Teachers will only remain on duty until 3:40 pm. If a child misses the bus at the Nashville campus, it is expected that parents will pick up their child immediately. Students who are continually picked up late will be placed on the school bus to after-care at the elementary campus at a rate of $5.00 per hour. See page 9 for details.

Tardy Policy

Tardy to School:

- Elementary School Campus - Tardy after 8:15 am
- Middle School Campus - Tardy after 8:00 am

In order to ensure the safety of our students, all tardy students must be **ESCORTED** into the building by a

parent or guardian and sign-in. Students who have excused or unexcused absences/tardies and early

release days will not be eligible for perfect attendance recognition.

Elementary School Campus- Parents should escort **tardy** students through the Jefferson St. door after 8:15 am.

Tardy to Class:

- Passing time – maximum 2 minutes

Unavoidable Absence

Please schedule doctor or other appointments after school hours. If a student is unable to attend school due to an emergency or for a valid reason, a parent/guardian must provide written communication explaining the nature of each absence from school and email the teacher for class/homework assignments. Daily Robo calls are generated for any absent student.

Early Release

Students may only be signed out early by parties designated in PowerSchool. If a rare occasion arises where a student must miss part of the instructional day, they must be officially signed out in the office. The Office Staff will request identification from the party signing out the student, witness the signature in the book, and note it in PowerSchool. If special circumstances exist, they must be documented and brought to the attention of the office. All changes and updates to PowerSchool are the sole responsibility of the parent/guardian. Please notify the Data Manager of any changes prior to the request for early release.

To avoid disruptions to the academic learning day, early checkouts end forty-five minutes prior to official dismissal time **(2:45 at the Middle School Campus and 3:00 at the Elementary School Campus). No student will be checked out of school after this time except in an emergency. If a student has a medical or dental appointment requiring early dismissal, please write a note to the teacher ahead of time. Parents are strongly encouraged to schedule all appointments after school hours. No student shall be released from school on the basis of a phone call**.

Late Pick-Up

Parents should ensure that students are picked up from school and extracurricular activities no later than ten minutes after the end of the event (school day/club/practice, etc.) Failure to do so will result in your child being placed in Bear Care at a rate of $5.00 per hour in addition to the following consequences:

1st occasion – verbal reminder and notation in the late pick up book

2nd occasion - Reminder notice

3rd occasion – recommendation for bus transportation

4th occasion – referral to the Department of Family and Children Services and the student will be placed in Bear Care, or on the school bus to Bear Care at the Elementary School Campus at a rate of $5.00 per hour if space is available.

Rideshare – (Uber, Lyft, Cab, etc.)

Benjamin Franklin Elementary does not condone students leaving campus in third-party car services and, specifically, ridesharing services whose own policies explicitly prohibit minors from using them such as Uber and Lyft. We will not allow any student to be picked up from school in a third-party car service, such as Uber or Lyft, and will turn away such ride sharing services from the school.

CODE OF CONDUCT/DISCIPLINE

Behavior Expectations

Benjamin Franklin Elementary Mathematics and Science School expects students to:

Be kind and considerate.
Respect people and property.
Follow directions the first time.
Do your very best quality work.

Teachers and staff utilize Class DOJO to monitor student behavior both positive and negative. Class DOJO is a web-based tool that replaces classroom management tools and behavior trackers like gold-star charts, with positive feedback and parent communication. Teachers use Class Dojo to give their students instant, positive encouragement during class. Teachers choose and customize behaviors that matter most, and then award a student in class Dojo points when a skill is demonstrated. There should be a balance between positive and negative remarks. Teachers should utilize the program to communicate with and engage parents with Class Dojo progress reports and instant messaging so they can stay involved in their child's success at school.

School-Wide Discipline Plan/PBIS

Positive Behavior Intervention Support (PBIS) provides a framework to implement the school- wide discipline plan at school. Our goal is that each child benefits to the fullest potential and develops a positive self-image. The school's primary responsibility is to maintain discipline and a climate conducive to excellent instruction in the classroom through effective teaching and leadership techniques. Students must behave in a respectful manner to all students and adults in the building. When in the community, they need to represent their school and behave in a respectful manner to all as well. Students will be explicitly taught that a violation of student conduct regulations may lead to detention, suspension, or

possible expulsion.

Student Code of Conduct/Corrective Strategies

Benjamin Franklin Elementary is compliant to the Unified Student Code of Conduct for NOLA Public Schools and participates in the city-wide unified student discipline system led by the Student Hearing Office. The Student Hearing Office (SHO) is a part of the Enrollment Transitions team within EnrollNOLA. The Student Hearing Office is a city-wide unified student discipline system comprehensively serving nearly 40,000 New Orleans students. This office:

- Conducts all student disciplinary conferences and expulsion hearings;
- Oversees the student disciplinary conferences and expulsion hearings for students receiving special education services and 504 accommodations. This includes reviewing Manifestation Determination Reviews (MDRs) to ensure the disciplinary request is compliant with federal and state law.
- Coordinates appeal requests;
- Screens and places students who seek to enroll in an Orleans Parish public school as a result of an expulsion from a school located in another parish or from a private school;
- Screens all safety-based Hardship Transfers and transfer requests related to bullying and fighting;
- Provides conflict resolution meetings, training opportunities, resources and other support to students, parents / guardians, schools, and community partners.
- In collaboration with the Youth Opportunity Center (YOC), coordinates the enrollment screening and placement of students returning to education post-incarceration in out of parish facilities and the Orleans Parish Justice Center (formerly Orleans Parish Prison);
- Conducts accountability protocol to address enrollment violations related to Student Hearing Office policy.

Level 1 Infractions: Non-Suspendable Offenses

Level 1 infractions are incidents that occur in school buildings or grounds, or at school activities, that are the responsibility of the teacher or principal to address through corrective strategies. A student may not be given an out-of-school suspension for Level 1 infractions.

1.01 Boarding and deboarding school transportation at incorrect stop
1.02 Horseplay
1.03 Entering an off-limits or restricted area
1.04 Habitual tardiness and/or absenteeism
1.05 Eating/drinking during prohibited times
1.06 Skipping class/school
1.07 Dress code violation
1.08 Not having proper materials or supplies for class
1.09 Not participating in class
1.10 Not wearing required clothing for physical education class
1.11 Littering
1.12 Failing to do or complete homework
1.13 ID violation (if applicable)

1.14 Making an unfounded charge against authority

1.15 Refusing to sit in assigned seat

1.16 Engaging in inappropriate public displays of affection (holding hands, kissing, hugging, etc.)

1.17 Talking in class at inappropriate times

1.18 Any other infraction that the principal or designee deems similar in severity to other level 1 infractions

Benjamin Franklin Corrective Strategies for Level 1 Infractions

Consequences for Level 1 Infractions

- Warning/Loss of DOJO point(s)
- Revoked Privilege/Lunch Detention
- Parent Phone Call
- Before or After school detention
- Referral - Parent/Student/Teacher/Dean of Students Conference
- Administrative Decision

Level 2 Infractions: Suspendable Offenses

Level 2 infractions are incidents that occur in school buildings or grounds, or at school activities that threaten safety or interfere with learning. A student may be given an out-of-school suspension for Level 2 infractions. A Disciplinary Conference with the Student Hearing Officer is also a possible corrective strategy for Level 2 offenses when prior interventions at the school site have not resulted in positive change.

2.01 Intentionally or habitually failing to attend detention or in- school suspension

2.02 Possessing or using tobacco and/or possession of a lighter.

2.03 Using or possessing alcohol

2.04 Leaving school bus without permission

2.05 Using objects dangerously or inappropriately to harm others or damage property

2.06 Vandalism to school property or school bus

2.07 Leaving school and/or classroom without permission

2.08 Gambling

2.09 Extortion (blackmail, etc.)

2.10 Willful disobedience to authority figures that substantially interferes with the learning of others or threatens the safety of others

2.11 Using profanity and/or obscene language

2.12 Instigating or participating in fights (one-on-one or groups)

*2.13 Bullying**

2.14 Causing a false fire alarm

2.15 Intentionally causing a major, unnecessary disturbance in classroom/school campus

2.16 Improper use of a cell phone and/or electronic devices

2.17 Inappropriate bodily contact or harassment

2.18 Improper use of computer: Viewing obscene, pornographic, violent, or sexually harassing material; or information on manufacturing of weapons
2.19 Forging a signature on documentation required by the school, cheating, or lying to school personnel about academic matters
2.20 Habitual level 1 behaviors
2.21 Any other infraction that the CEO/principal deems to be similar in severity to other level 2 infractions

Level 3 Infractions: Expellable Offenses

Expellable offenses are incidents that occur on school property or grounds, on school transportation, or at school activities that severely interfere with anyone's safety and learning, are of a threatening or harmful nature, and/or are legal violations. All expulsion recommendations are at the discretion of the school. Students cannot, under any circumstances, be recommended for expulsion for disrespect or willful disobedience, uniform violations, or repeated suspensions for violations not listed in expellable offenses.

Tier One Offenses:

- Possessing, distributing, selling, giving, or loaning any controlled dangerous substance governed by the Uniform Controlled Dangerous Substance Law, or any prescription drug
- Carrying possessing, or using a firearm, knife with a blade of two inches or longer, or any other instrument the purpose of which is lethal force
- Sexual assault and other sexual acts
- Intentional battery or assault on any individual using a weapon or which causes serious, documentable injury that necessitates medical care
- Engaging in student-initiated intentional physical altercation with a member of the school staff
- Assault or threat with a weapon or item used as a weapon
- Any other infraction that the CEO/Principal deems to be similar in severity to other Level 3 expellable offenses.

Tier Two Offenses:

- Possessing any controlled dangerous substance governed by the Uniform Controlled Dangerous Substance Law, or any prescription drug, or unmarked medication
- Possession or use of any implement/substance with the ability to seriously harm another person
- Robbery of an individual on school property or at any activity of which the school has jurisdiction
- Unauthorized entry of school property, or any space which the school has jurisdiction, with evidence of theft or vandalism
- Engaging in consensual sexual acts on school property or at any activity of which the school has jurisdiction
- Engaging in non-consensual exposure of body parts in a sexual manner to another
- Assault (threat) of an individual with a dangerous substance or implement
- Any other infraction that the CEO/Principal deems to be similar in severity to other Level 3 expellable offenses.

Tier Three Offenses:

- Well-documented and on-going commission of serious acts that threaten the safety of others

- Well-documented and on-going behaviors that threaten, intimidate, or bully another individual, including the use of any electronic device to threaten, intimidate, or bully
- Sharing sexually explicit material, including through the use of an electronic device
- Theft of school property or the personal property of individuals on school property or at any activity of which the school has jurisdiction
- Being under the influence of any controlled dangerous substance governed by the Uniform Controlled Dangerous Substance Law, or any prescription drug not prescribed to the accused student, or any chemical substance that affects the central nervous system and produces stimulant, depressant, euphoric, or hallucinogenic effects to the mind or body
- Any other infraction that the CEO/Principal deems to be similar in severity to other Level 3 expellable offenses.
-
- **Tier Two and Tier Three Offenses may be submitted to the Student Hearing Office at the school's**
- **discretion.**
- Discipline Procedures for Exceptional Children's Services Students
- Students with disabilities are subject to the same rules as other students, but with limitations. Students with disabilities may not be out of school for more than a total of ten school days per school year as a result of disciplinary actions. Please refer to our school website for more information.

DRESS CODE

As we continue to promote a positive culture, it is imperative that families who have chosen to attend Benjamin Franklin Elementary Mathematics and Science School adhere to our school's uniform policy. Wearing our school uniform appropriately presents a united front and demonstrates that our students have pride in themselves and our school. It also eliminates distractions in the learning environment. Also, several studies indicate that being able to identify one's students from outsiders is an important aspect of school safety.

Individual tastes and fads sometimes tempt students to violate uniform regulations. Your child will have opportunities to express his/her individual taste, but not via his/her uniform. He or she will be held accountable for violations of the uniform code, and we expect your support in this matter. In turn, we also expect that your child(ren) will become more responsible in the process.

Uniform Policy

Authorized Uniform Vendors

Johnson's Uniforms the only officially authorized uniform vendors. Uniforms purchased elsewhere are subject to uniform violation if they are not in compliance with the uniform policy.

Boys Pre-K – 5th

- Pre-K – K solid black shoes - **Velcro fastening preferred**
- 1st - 5th solid black tennis shoes
- Navy pants or shorts
- Red polo with the school's emblem on the left side of the shirt
- Solid black crew socks; No *low cut*, or *ankle* socks
- Solid black belt; no studded belts, large belt buckles etc.

Boys 6th – 8th Grade

- Navy pants
- White oxford shirt with the school's emblem on the left side of the shirt
- Blue and Red striped tie
- Navy Pullover V-Neck Sweater with school emblem on the left side
- Navy Blazer with the school's emblem on the left side of the blazer (OPTIONAL)
- Solid black crew socks; No *low cut*, or *ankle* socks
- Solid black belt; no studded belts or large belt buckles etc.

Girls Pre-K - 2nd Grade

- Pre-K – K – solid black shoes **- Velcro fastening preferred**
- 1st – 5th – blue and white or black and white Oxford tennis shoes
- Pre- K – 2nd Plaid jumper **ONLY, NO SKIRTS**; The hem must be ***at*** or ***below*** the knee
- Plaid shorts or pants
- White blouse with ***Peter Pan*** collar with the school's emblem on the left side of the jumper
- Plaid "cross" tie
- Solid white *crew* socks or *knee* high socks; No *low cut*, or *ankle* socks
- Solid black belt; No studded belts, large belt buckles etc.

Girls 3rd - 5th Grade

- 3rd – 5th blue and white or black and white Oxford tennis shoes
- Plaid shorts, pants, or skirts; skirt hem ***at*** or ***below*** the knee
- White button down blouse with the school's emblem on the left side
- Plaid "cross" tie
- Solid white *crew* or *knee* high socks; No *low cut*, or *ankle* socks
- Solid black belt; No studded belts, large belt buckles etc.

Girls 6th - 8th Grade

- 6th – 8th solidblack tennis shoes
- Plaid skirt with the hem ***at*** or ***below*** the knee
- Plaid pants
- White button down blouse with the school's emblem on the left side
- Plaid "cross" tie
- Navy cardigan with the school emblem on the left side
- Solid white *crew* or *knee high* socks; No *low cut*, or *ankle* socks
- Solid black belt; No studded belts, large belt buckles etc. *****

***Outerwear - All sweatshirts, sweaters, and jackets must contain the school's emblem and must be purchased from our approved uniform vendors.**

Uniforms purchased elsewhere are subject to uniform violation if they are not in compliance with the uniform policy.

Uniforms Expectations

- Uniforms are to be neat and clean, not torn, cut, or stained.

Dress Down Days

On some occasions the Principal will declare a "Dress Down Day". On these days (Saints Dress Down, Breast Cancer Awareness Day, Drug Free Red Shirt Dress Down, Trick or Trunk, 100th Day of School, Halloween, Autism Awareness, Spirit Week, Birthday, PBIS Dress Down Day(s) etc.), students must adhere to the "Dress Down" theme, including appropriateness to the instructional setting. Students must adhere to the following:

Tops must:

- Reflect the theme (On birthday dress down days shirts may have any theme that is appropriate to the school setting)
- Short or long sleeves headbands are NOT permitted.
- Hair should be groomed in a way that will not distract students from learning. Bangs should not cover eyes or block vision.
- Uniform skirts, dresses, and/or shorts must be worn at the knee.
- Only solid white undergarments are to be worn under the uniform shirts. Undergarments should not be visible i.e. boxer shorts, brightly colored or patterned bras, etc.
- Oversized shirt and pants are not permitted. Shirts must be tucked in at all times. Shorts and pants must be belted and worn at the waist. Belts must be black. Buckles must be plain, not decorative, or large.

- Girls must wear white socks. Boys must wear black socks. Socks must be ankle length (cover the ankle) or higher. “No show” socks are not allowed. Plain red, white, black or navy tights can be worn during cold weather.
- Hats (except for winter caps on cold days), and sunglasses are not allowed at school without medical documentation.
- Perfume and scented lotion are prohibited.
- Hair accessories are limited to school colors (red, white, and blue).
- Expensive jewelry is not allowed on students. No hoops or dangling earrings are allowed on Pre-k – 5th grade girls and 6th -8th grade girls may wear hoop earrings no larger than a quarter.
- Girls can only wear earrings and a watch (No smart watches), and boys can only wear a watch
- (No smart watches.)
- Make-up is not allowed on any student.
- Acrylic or false fingernails and “nail art” are **NOT** allowed.
- Pre-K – K girls & boys - solid black shoes - **Velcro fastening**
- 1st - 8th boys solid black Chad oxford shoes
- 1st – 8thgirls black and white oxfords
- Students may **NOT** use rolling backpacks
- Outerwear worn in the school building must contain the school’s emblem and must be purchased from our approved vendors - Johnson’s School Uniforms or Logo Express
    -
    - **Uniform Dress Code Violations**
    - **1st offense** – warning, loss of DOJO points and parent notification
    - **2nd offense** – lunch detention, loss of DOJO points and parent notification
    - **3rd offense** – after school detention, loss of DOJO points and parent notification
    - **Following the 3rd offense students will be referred to the Social Worker/Administration**
    - **Fall below the waist**
    - No holes and/or rips
    - *Bottoms must:*
    - Made of denim (example. Jeans)
    - Fall at the knee or below
    - No holes and/or rips
    - No spandex shorts or tights.
    - Shoes must cover the entire foot (closed toe and closed heel)

EXTRA CURRICULAR/ AFTERSCHOOL ACTIVITIES

Extra-Curricular, Athletics and Clubs

In order to remain eligible for organizational activities (clubs, athletic teams, cheerleaders, majorettes, color guard, etc.) the students will be required to successfully maintain at least a C grade average, as well as satisfactory behavior.

- Extracurricular activities will not be scheduled during instructional time.
- Eligibility Requirements for each specific organization/club must be met.
- **No student will be allowed to participate in any event while the student is on suspension or who**

is absent from school; this includes night and weekend activities.

• All work missed by the student while participating in co-curricular or extracurricular events must be made up and completed in a manner that is required of any other student.

Bear Care

BFE Morning Bear Care provides services from 6:30am until 8:00am for Jefferson campus students only. BFE Afternoon Bear Care provides services from dismissal until 6:00pm. There is a limited number of students that will be allowed in Bear Care. Acceptance will be on a first come basis.

Please see the Bear Care coordinator for more program information. Both BFE Morning & Afternoon Bear

Care is offered at the Elementary Campus. Middle school students who participate in Afternoon Bear Care will be bussed to the Elementary Campus.

Monthly payments for Bear Care will primarily be taken through Gulf Coast Bank. However, money orders will be accepted. Payments must be made by the 5th of each month. Payments not received by the 5th, will result in the student(s) attendance being suspended from Bear Care until such time as the delinquent payment is made. Please see Appendix 21 for more detailed information.

HEALTH & WELFARE POLICIES

Health Concerns & Medication Administration

Parents are responsible for notifying the School Nurse in writing of any health concerns of their child. All prescribed medicine must have a doctor's order and must be received in the school by the school nurse. Dispensing of medication is the responsibility of the nurse or by a trained, designated person. Non-prescription medication is to be given at home, i.e. aspirin, cough medicine, cough drops, etc.

Upon returning to school, parents should supply a doctor's note regarding casts, stitches and communicable diseases/illnesses lasting more than 3 days.

Student Injuries

If a student is involved in an accident, he or she must report the accident to a teacher or other staff member immediately, so that an accident report can be completed in a timely fashion. Parents are notified by the nurse whenever a student is seen by the nurse for an accident.

PARENT & GUARDIAN POLICIES

Benjamin Franklin Elementary/Middle School believes that communication between home and school is crucial to students' academic well-being and to the life and culture of the school. The school will communicate often via notes sent home, progress reports, parent conferences, DOJO, email, our school website, Parent Power News, Robo-calls, and PTO meetings.

Parent Expectations:

1. Encourage your children to place a high priority on education and commit themselves to making the most of their educational opportunities.
2. Stay informed about school activities/issues. The *Parent Power News* newsletter, Robo Calls, and PTO meetings provide good opportunities for learning more about the school.
3. Monitor your children's progress (Power Parent log in weekly/Class DOJO log in daily) and schedule/attend conferences as needed.
4. Participate in our parent workshops, special events and our Parent Teacher Organization (PTO).
5. Commit to 10 hours of volunteer service. (Tutors, Breakfast listeners, Clubs, Duty Days, Monitors, etc.)
6. Attend a mandatory in-depth parent orientation.

School to Parent Communication

The school uses a variety of communication tools to keep parents abreast of school activities. Information is available on our school's website. Benjamin Franklin Elementary/Middle School sends home weekly *Parent Power News* newsletters as well as RoBo Calls with updates as needed. RoBo calls are automatically dialed from our PowerSchool database. It is the parent's responsibility to notify the Secretary/Data Manager in order to keep the information accurate and current in our database. Parent meetings, Open House, special events, and the PTO provide good opportunities for learning more about the school. Interpreters and alternate language notifications are available for our non-English speaking parents. Please notify the school if an interpreter is needed.

Teacher to Parent Communication

Teachers communicate through Class DOJO, emails, and phone calls. Please allow the teacher 48 hours to respond.

Teachers are also available for conferences upon the written request from a parent. Conferences are scheduled before or after school or during the teacher's planning time.

Instructional time is sacred and cannot be used to hold parental conferences.

Mid-quarter progress reports are printed through the office and are given at Progress Report Conferences.

Email Communication

Teachers provide their email address in their class syllabus. Please be reminded that email is best used for brief exchanges of information such as: communicating background information; scheduling conferences; notifying a teacher of changes in your family's life; reporting an upcoming absence; reporting instances of harassment or bullying; offering to volunteer, etc. **Urgent messages should be handled by a phone call to the office.**

Staff members will respond to emails/phone calls within 48 business hours. Please remember that teachers also utilize assigned planning time for planning instruction, meeting with colleagues or families, and grading. When sending e-mails, please refer to the student only by first name and last initial. Email is not the forum to discuss issues regarding discipline, instruction, assessment, or curriculum. Teachers will discuss these issues via conference. Emails that are offensive and/or disrespectful will not be responded to and will be forwarded to administration. Remember that the person on the other end is a human being. Do not say anything in the email that you would not say to the recipient in person. Excessive email cases will be referred to administration. Emails should be reserved for important communication.

Parental Concerns

Parents may send notes, Dojo messages, or emails as forms of communication. The parent must make an appointment with the teacher if there are additional concerns to discuss. Parents are expected to handle questions or concerns with the classroom teacher prior to requesting an administrative appointment. If the concern still exists after speaking with the teacher, parents may address the issue with the Principal, or Dean of Students. Parents should send communication via email including the parent's name, first name and last initial of the child, teacher's name, a daytime telephone number, and a brief description of the matter. If there are school-based grievances, the Parent Grievance Policy can be accessed on our website which includes the processes and contact information for school-based grievances. Grievance Process

TIPS FOR PARENTS TO SUPPORT YOUR CHILD IN SCHOOL

Students are more successful in school when parents take an active interest in their homework — it shows them that what they do is important.

Helping with homework shouldn't mean spending hours hunched over a desk. Parents can be supportive by demonstrating study and organization skills, explaining a tricky problem, or just encouraging kids to take a break…And who knows, it might even surprise you how much you really know!

Here are some tips to guide the way:

1. **Know the teachers** — and what they're looking for. Attend school events, such as parent-teacher conferences, to stay engaged with your child's teachers.
2. **Set up a homework-friendly area**. Make sure your child has a well-lit place to complete homework. Keep supplies — paper, pencils, glue, scissors — within reach.
3. **Schedule a regular study time**. Some children work best in the afternoon, following a snack and play period; others may prefer to wait until after dinner. Do what is best for your child!

Help them make a plan. On homework nights or when there's an especially hefty assignment to tackle, encourage your child to break up the work into manageable chunks.

4. **Know the teachers** — and what they're looking for. Attend school events, such as parent-teacher conferences, to stay engaged with your child's teachers.
5. Make sure they do their own work**. They won't learn if they don't think for themselves and make their own mistakes. Parents can make suggestions and help with directions. But it's the student's job to do the learning**
6. **Be a motivator and monitor**. Ask about assignments, quizzes, and tests. Give encouragement, check completed homework; make yourself available for questions and concerns.
7. **Set a good example**. Do your children ever see you diligently balancing your budget or reading a book? Children are more likely to follow their parents' examples than their advice.
8. **Praise their work and efforts**. Post an aced test or art project on the refrigerator. Mention academic achievements to relatives.
9. **If there are continuing problems with homework, get help**. Talk about it with your child's teacher. We are here to help!

Ways to Get Involved

Parent Teacher Organization (PTO)

All parents are encouraged to be involved in the BFE Parent Teacher Organization. Events and meetings are announced in the *Parent Power News* newsletter and through RoBo calls. The PTO functions as an

integral part of the school providing volunteers, services, money, and support for the many school activities. As a part of the organization, parents and teachers are always invited and encouraged to attend the quarterly meetings and/or to participate in PTO sponsored activities. Because BFE is a public school it is dependent upon funds received by the local and state governments.These funds are often not enough to cover essential equipment, supplies, and activities offered by BFE. The PTO is an instrumental force in raising funds to continue to offer enrichment programs. Therefore, it is urged that BFE families actively participate in the group and support all fundraisers. All communications sent home must receive administrative approval and signature before distribution. Any use of the school name, colors, logo, or mascot without administrative, written approval is prohibited.

Volunteers

Volunteers are a vital part of our instructional and extracurricular program. At BFE, we expect parents to volunteer and find ways to become actively involved with the school.

All volunteers need to have a completed criminal background check that is renewed each year and on file at the Business Office at the Elementary Campus. Parents are requested to complete 10 hours of volunteer service in the form of PTO attendance, school programs and events, Dads Duty Day, field trips, etc. When volunteering, please sign the Volunteer Register book to keep accurate records of volunteer hours. Siblings or other children are not permitted to attend while volunteering in classrooms or on field trips. All volunteers are mandated reporters. All volunteers must sign a confidentiality agreement.

SAFETY POLICIES

School safety is of the utmost importance at each campus.

Concealed Weapons Strictly Prohibited

In accordance with Federal and State law, schools are mandated as a "fire-arm free zone". The definition of "school" extends to the physical school campus, school bus and school-sponsored functions. The amendment of Louisiana's law removing the requirement to hold a concealed carry permit and lowering the age does not change the status of school being a "fire-arm free zone". Firearms are still prohibited on school grounds as well as specific extensions of the school environment.

Use of Tobacco/Alcohol

Use of tobacco/alcohol in any form by school personnel, students or visitors is prohibited in the school building and on school property. **Louisiana law (La. Rev. Stat. Sec. 32:300.4) bans smoking in a motor vehicle where there are children under 13.**

Child Abuse/Neglect

BFE/M follows state regulations regarding mandated reporting of child abuse and neglect. In accordance with the Louisiana Child Abuse or Neglect reporting law, (L.A.R.S. 14:403), all staff (teachers, social workers, para educators, administrators and all other staff) who know or suspect that a child under the age of 18 has been the victim of abuse or neglect is mandated to report this information to the Department of Children and Family Services.

"Abuse" means any acts which seriously endanger the physical, mental or emotional health and safety of the child. "Neglect" means the unreasonable failure of a parent or caretaker to supply the child with necessary food, clothing, shelter, care, treatment, counseling for injury, illness, or condition of the child as a result of which the child's physical, mental, or emotional health and safety is substantially threatened or

impaired. (www.dcfs.la.gov). **Failure to habitually bring a student to school on time or failure to pick** up a student on time will be reported.

Visitor Procedures and Visitor Identification

All visitors are required to sign in at the security desk and present ID to obtain a visitor's identification pass. Once cleared by security, all visitors are to report to the office to state their business on campus. **Parents must have a scheduled conference in order to speak with a teacher during school hours.** Instructional time is sacred. It must not be interrupted. To meet with an administrator, parents must call the school office to schedule a meeting.

We reserve the right to restrict access to either facility beyond that of the Security desk area.

Safety Plans

School emergency/crisis plans are updated yearly. Students, parents, and guardians can assist in the effective implementation of our emergency/crisis plan by observing the following:

- Avoid behaviors that put others at risk.
- * Promptly follow the instructions of teachers, bus drivers, and other school employees;
- Promptly report safety hazards, including intruders on campus; and
- Follow emergency evacuation routes and signals.

School Closures/Emergencies

In the case of an emergency, families should tune in to the local news broadcast. Please keep your emergency contact information up to date. Robo calls, texts, and emails will be sent in the event of a school closure.

Procedures in the Event of Threat to School Safety

- School Evacuation Plan:

  In cases where a school needs to be evacuated, the Operations Manager will notify the vendor immediately of the need to relocate children to a safe place. The vendor will get buses to the school as fast as possible to assist in this effort. If a school needs to be evacuated, students will be transported to an alternative destination in accordance with the school's crisis plan.

- School Lockdown Procedures:

  In situations where a school is under lockdown at its PM departure time, the vendor will run its routes without that school and after routes are finished, they will attempt to transport the school. If the school is under lockdown during the bus route time but prior to the busses dropping off in the AM, the Operations Manager will notify the vendor to transport the students to their assigned alternate drop location.

Emergency Drills

Students are taught and given practice opportunities for emergency procedures regarding: fire alarms, severe weather, evacuation, reverse evacuation, lockdown and shelter in place. Rules of behavior during these important drills are emphasized to ensure that all members of the school community can hear the directions given and exit the premises in an orderly fashion. During any drill, every individual on the school campus is required to evacuate the buildings. Fire drill rules and routes are posted in every classroom.

School Identification Badges

School Identification Badges are taken at the beginning of the school year. Students are to wear their ID badges on all field trips.

Hall Passes

Students in all grades are required to have a pass to leave the class whenever not accompanied by an adult.

Cell Phone/Smart Watch Policy

We understand there is a need for parents to communicate with your child to and from school in cases of emergency. Should your child need to be in possession of a cell phone to and from school, the following policy is in place.

- Upon entering the campus, cell phones are to be turned off. For students in grades Pre-K – 2nd, cell phones must remain turned off and kept in their **book bag** while on campus.
- For 3rd - 8th grade students, cell phones are to be turned off upon entering the campus and turned into the classroom teacher each morning and sent to the office. Cell phones are returned at the end of the day.
- Smart watches are NEVER to be brought or worn to school. If a student brings a smart watch to school, the parent will be notified to pick up the smart watch from the Dean of Students or designee.
- The school assumes **no responsibility** for the damage or loss of a cell phone or smart watch.

Cell Phone Infraction Consequence/Action

- **If a student refuses to turn in their cell phone, the item will be confiscated and his/her parent will be notified to pick up the cell phone from the Dean of Students or designee.**
- **After the first occasion, students who are found with a cell phone or smart watch will be placed on suspension.**

Emergency Contact Information

- Parents are required to verify and update emergency contact information prior to the start of the school year. All changes and updates are the sole responsibility of the parent/guardian. Please immediately notify the Secretary/Data Manager of any changes.

Student Information

- Personally Identifiable Information (PII) is information about a student that may be used on its own or with other information to identify, contact, or locate a single individual.
- Lost and Found
- Students are asked to leave their valuable possessions at home. Personal property is the student's responsibility. **Please label or mark ALL clothing or personal items.** There are "Lost and Found" areas at both campuses. Items such as eyeglasses, books, money, jewelry, etc. should be taken to the school office for safekeeping. Lost and found items that are not claimed are donated to charity the last Friday of every quarter.
-
- **Money at School**
- **Exact** money amounts should be sent to school in a sealed envelope clearly marked with the child and teacher's name. Cash and money orders are acceptable. **Personal checks are not accepted.**

Any funds $50 or more need to be paid directly to the Business Manager by the parent or guardian.

-
- **Protection of School Employees**
- Any individual, including any parent/legal guardian of any student attending Benjamin Franklin Elementary/Middle School, who physically assaults, displays extreme disrespect, or threatens harm to any teacher, staff member, employee of the school or persons contracted by the school, i.e. cafeteria staff, security officer, will not be allowed to enter the campus without prior approval of the CEO/Principal of the school.

SCHOOL INFORMATION GUIDELINES

- **Family Educational Rights and Privacy Act (FERPA)**
- Benjamin Franklin Elementary acknowledges and affirms that parents and guardians have certain rights under the Family Educational Rights and Privacy Act of 1974 (FERPA) and Louisiana law with respect to the privacy, inspection, review, and disclosure of personally identifiable information contained in the student's education records. Parents should be aware of this important guide. http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html

Access to Student Records

- Parents and guardians may request electronically or in person a copy of their child's school records. Within 10 business days of submitting a request to the school, a parent/guardian will receive a copy of the following student records:

• Academic records

• Discipline records

• Results of screenings and diagnostic test

• Individualized Education Program (IEP)

• Individual Accommodation Plan (IAP)

• Other student-specific file or document maintained by the school

STUDENT EXPECTATIONS

1. Demonstrate a high interest in learning with positive attitudes.
2. Be prepared for each class with materials, supplies and assignments.
3. Know your scores and set targets for achievement.
4. Demonstrate courtesy and respect for others even when others do not.
5. Behave in a responsible manner, always exercising self-discipline.
6. Live our school's creed.

STUDENT'S RIGHTS & RESPONSIBILITIES

Use of Technology

7. All students must have an Acceptable Use Policy (AUP) on file in order to use Benjamin Franklin Elementary/Middle School technology. Students will be allowed to visit approved websites for

academic purposes. Students are responsible for proper care of all BFE equipment. The student and their parent/guardian will be held responsible for damage to the equipment. The Acceptable Use Policy must be signed prior to the student utilizing any technology equipment/internet access including online testing.

Library/Media Center

8. Our school library/media center is a support system for classroom instruction and student assistance in our school. Students visit the library for book checkout and for small group or individual research. Library skills are taught in connection with subject area skills. Book checkout is for a two-week period and students are responsible for all books signed out in their name. Financial responsibility is assumed with library book checkout. Membership in the New Orleans Public Library is offered through our library and is encouraged.

Solicitations and Fundraising

9. It is the policy of NOLA Public Schools that a student shall not be the target of any person engaged in the act of selling goods or services. No person, organization, whether profit or non- profit shall conduct sales of candy, cakes, or other food stuffs or any merchandise except that approved by the Principal or designee.

BIRTHDAY CELEBRATIONS

10. Benjamin Franklin Elementary/Middle Mathematics and Science School recognizes that birthdays are special days for students. However, we must ensure that celebrations do not disrupt the instructional day or interfere with the health and safety of all students.

Students in Pre-K through 8th grades are honored on their special day in the following ways:

11. Birthday recognition during morning and afternoon announcements. Birthdays which fall on a weekend are announced on Monday and/or Friday.
12. Free dress down on the student's birthday or "half-birthday" (for summer birthdays).
13. Participation in the monthly lunchtime Birthday Celebration which includes sitting at the birthday table and receiving punch, a snack and a birthday pencil.
14. **Additionally, students in grades Pre-K through 2nd only are allowed an in-class celebration under the following conditions:**
    - Parents must receive approval and a Birthday Celebration Checklist from the classroom teacher.
    - Parents must request approval from the classroom teacher 2 weeks prior to the celebration. This allows teachers adequate time to plan their lessons around the celebration.
    - Birthday celebrations must occur no earlier than 3:00pm. Individual celebrations during lunch will not be permitted.
    - The only food items permitted are listed below. Food prepared at a home for distribution to students will not be permitted. All items must be commercially produced.

    • Cupcakes
    • Ice cream (prepackaged individually single serve cups)

- Juice/Punch (prepackaged individual box or pouch)

15. Parents must also request a prohibited food list from the teacher to ensure that whatever isgiven to students in celebration bags does not pose a health concern for students with food restrictions or food allergies. Please make sure to confirm the number of students in the class.
16. Only 2 people will be allowed in the classroom. Each person must have a background check on file in the office before permission is granted to go to the classroom.
17. On the day of the birthday celebration, parents must sign-in with the front office, provide office staff with the Birthday Celebration Checklist and have a background check on file with the school before permission is granted to go to the classroom. Parents will not be allowed in the classroom earlier than 3:00pm
18. Siblings in other grades/classes cannot be called from their classes to participate in birthday parties.

Birthday celebrations for grades PK – 2nd is at the discretion and approval of the classroom teacher. We must ensure that parties and celebrations do not disrupt the instructional day or interfere with the health and safety of all students. There are no lunch time parties at school other than the monthly celebration coordinated by the school. Our federal food guidelines prohibit the distribution of food or treats outside of our school lunch program with the exception of the treats provided by the school. Many students have food allergies. Teachers must account for all allergies prior to distributing food in their classroom.

FIELD TRIPS

Field trips are defined as educational experiences conducted during school hours and planned by a teacher to correlate with the regular classroom instructional program.

Permission slips will be sent home prior to each trip indicating date, amount, and special information. They must be signed and returned (along with any money due for the trip) on time by the parent/guardian. **All dates and timelines will be strictly enforced**. Any student who does not adhere to the timeline will not be permitted to participate in the field trip. In instances when money has been collected and a student is absent due to illness, an emergency, or when a student's behavior causes them to lose their privilege to attend, monies paid are **non-refundable** since prices are based on the number of students participating. Parents may participate as chaperones and must have a current background clearance on file with the school. Background clearances cost $5.00 and can be completed at:

New Orleans Police Department
715 South Broad Street
Monday - Friday, 8:30 am – 3:30pm
504-658-5455.

Cash or money orders are the only acceptable means of payment. The background check process must be renewed annually. Chaperoning parents must also remain with the group at all times and follow the guidelines set forth by the coordinating teacher.

- **Babies and non-BFE/M siblings are not allowed on the field trip.**
- **Chaperones may not bring games or toys on the field trip.**
- **Chaperones will be assigned a group of students to supervise while on the field trip.**
- **Chaperones shall not possess or consume alcoholic beverages while on school property or during**

- **Chaperones are Mandated Reporters.**

For safety reasons students may not be checked out from the field trip. ALL participants must return to the school using the same transportation both ways (to and from) the trip. Failure to follow these guidelines will prohibit future field trip participation.

At Benjamin Franklin Elementary/Middle Mathematics & Science School, field trips shall be conducted in such a manner as is necessary to afford students with exceptionalities an equal opportunity for participation, including transportation for the trip. Benjamin Franklin Elementary/Middle Mathematics & Science School is nondiscriminatory to all students when planning and/or scheduling field trips.

Administration has the authority to make a determination regarding field trip participation in the instance that a student may endanger others or themselves. An alternate plan will be made for them to remain at school. Students who remain at the school during a field trip will be provided an assignment with student learning outcomes that are the same as those addressed during the field trip.

A School Field Trip Waiver and Permission Agreement must be signed by the parent/guardian in order for your child(ren) to attend the field trip. Field trip buses cannot leave before 9am and must return to the school by 2pm. If the trip is scheduled to end later in the day, special arrangements must be made with the vendor and the scheduled pick-up time shall be late enough to not interfere with any regular to/from school transportation runs. In situations where extracurricular trips run beyond their scheduled time, the vendor bus will depart to complete its assigned route and the trip will be serviced by the next available bus after the home-to-school routes are complete. The vendor is not responsible for any transportation beyond returning the group to their home school. In cases of circumstances outside of anyone's control, the vendor will do its best to transport students' home from the school after routes are finished.

STUDENT TRANSPORTATION

Student Transportation Rules and Regulations

Benjamin Franklin Elementary Mathematics and Science School follows the student transportation policy set forth by the Louisiana Department of Education (LDE) in Bulletin 119 revised February 2016. This document is intended to supplement the LDE's student transportation policy.

Transportation of students by bus is provided as a service. Parents must complete a Bus Contract and Bus Registration Form annually. Violations of transportation policy may result in termination of services.

Parents of students who utilize bus transportation must be familiar with all the bus rules and regulations. Safety on school buses is paramount. A student may be suspended from the bus by administration even though he or she is not suspended from school. In that case, it is the responsibility of the parent/guardian to ensure the student is transported to and from school.

Transportation Services

Benjamin Franklin Elementary Mathematics and Science School will provide, via its contracted vendor for student transportation services ("the vendor"), free yellow school bus transportation to its schools' students based on the following criteria:

General Education Grades Pre-K – 8:

Pre-K – 8th students who live 1 mile or more from the school will be eligible for free transportation. These eligible students shall be picked up at the nearest safe corner from their home.

For all students grade 2 and younger, a responsible adult must be present at the bus stop to meet the student. If there is no one at the stop to meet the student, the vendor will attempt to call the parent while the driver continues the route and will return to the stop after the route is complete. If there is still no one at the stop when the bus returns, or the vendor is unable to contact a parent/guardian, the vendor will contact the student's school and attempt to return the student to the school. If no one is available at the school, the vendor will turn the student over to the New Orleans Police Department. See Student Bus Discipline Section of this document for further details on the consequences of this situation.

Students with Disabilities Grades Pre-K-8:

Students whose IEPs require transportation shall be provided such transportation service as outlined in their IEP.

Student Rules on the Bus/While Preparing to Board the Bus

School Transportation is an extension of the school classroom and all school rules are in effect on the bus.

- No weapons, drugs, fighting, fireworks, lighters, inhalants, or sexual contact.
- Students must have identification either on their person or in their backpack. This ID needs to have their name, address, phone, bus stop location, and bus number.
- When the bus arrives, students should stand well back from the curb or stopping point and wait until the bus comes to a full stop. If you can touch the bus at any point when you are standing outside, you are in danger of being hurt.
- Students need to sit in their assigned seats. Younger students must sit towards the front of the bus.
- Do not place any body parts or objects out of the windows.
- Do not eat or drink on the bus.
- Do not mark, litter, or damage the bus.
- Avoid unnecessary loud talking, yelling, or distractions that can affect the safe operation of the driver.
- Keep objects on your lap and control of your belongings.
- No standing when the bus is in motion.
- No obscene language, bullying, harassing, or teasing.

Any other infraction that the CEO/Principal deems appropriate

Transportation Expectations

The health and safety of all students remain a priority for the school.

- Buses will run at 100% capacity
- A seating chart will be in place and all students must remain in their assigned seat.
- Riding the school bus will be safe to the greatest extent possible.
- All parents and students must cooperate and not deviate from the bus rules.
- For cautionary measures, the school nurse will ask parents of students for immediate pickup contact parents of students who are ill will. Students who are ill are not allowed to ride the school bus due to extended routes and/or lack of medical supervision.
- Riders must sit at all times in their assigned seat.
- Riders must remain seated flat on the seat at all times.
- Riders must keep hands to themselves.
- Riders are escorted off of the bus upon arrival to the school.

The school will implement a 2 Strikes and You Are Off the Bus for violating any combination of the above expectations for the remainder of the quarter. This is non-negotiable.

Student Bus Discipline Procedures

Riding the bus is a privilege. A violation will result in the actions listed below.

Class 1 Rules Violations include:

- Refusal to sit quietly to receive direction for bus loading
- Littering on the bus
- Eating, drinking, or chewing gum on the bus
- Unnecessarily standing on the bus
- Putting any parts of the body outside the bus window
- Insubordination or refusing to follow direction from a driver or monitor
- Offensive or obscene language or items on the bus
- Bullying, harassment or teasing
- Parent/guardian not at the bus stop to meet any student grade 2 or younger, and students of any age with significant physical, cognitive, or social/emotional impairments or as the IEP dictates.
- Any other infraction that the Principal deems to be similar in severity to other Level 3 expellable offenses.

Class 2 Rules Violations include:

- Possession or use of weapons or drugs brought on the bus
- Throwing items from the bus or at the bus
- Defacing or damaging the bus in any form
- Fireworks, lighters or explosives on bus

- Use of inhalants on the bus
- Any conduct that would jeopardize the safety and wellbeing of self, other students, passengers, or the driver/monitor
- Fighting on the bus or at the stop
- Sexual contact of any nature
- Any other infraction that the CEO/Principal deems to be similar in severity to other Level 3 expellable offenses.

If a student commits a Class 1 discipline violation, actions taken shall be as follows:

- **1st Violation**: Warning is given to parent/guardian from the Principal or Dean of Students.
- **2nd Violation**: Student is suspended from the bus for 5 days
- **3rd Violation**: Student is suspended from the bus for 10 days
- **4th Violation**: Student is ineligible for transportation for the remainder of the year. The vendor shall make every attempt to establish discipline (i.e. changes in seat assignments) after a student's first Class 1 violation.

If a student commits a Class 2 discipline violation, the student will be ineligible for transportation for the remainder of the school year. In the event of any violation, the vendor shall submit in writing the initial documentation of the incident and shall provide it to the school's Operations Manager immediately. The school will review the incident form and will take action pursuant to the above policy and will inform the vendor in writing of any disciplinary actions as well as the start date and return date for all suspensions. **All suspensions include extracurricular trips of any type.**

Safety Tips for Parents/Guardians to Provide to Students Walking to School or to a Bus Stop

- Children who walk to school should always be in groups -- never alone -- and should also know the safest route to school. Instruct them never to take shortcuts and discuss with them how important it is to cross the street in a designated crosswalk. Children need to obey the traffic signals and crossing guards, and should always look left, then right, then left again before crossing. Instruct children to allow sufficient time to cross the street safely.
- Be sure your child knows and/or carries a card with his or her home phone number and address, your first and last name and work and/or cell number, the number of another trusted adult, and how to use 911 for emergencies. Make sure your child has enough change to make a phone call or carries a telephone calling card or communication device as appropriate for his/her age.
- Plan a walking route to school or the bus stop. Choose the most direct way with the fewest street crossings and use intersections with crossing guards. Test the route with your child. Tell your child to stay away from parks, vacant lots, fields, and other places where there aren't many people around.
- Teach children -- whether walking, biking, or riding the bus to school -- to obey all traffic signals, signs, traffic officers, and safety patrols. Remind them to be extra careful in rainyor foggy weather.
- When carpooling, drop off and pick up children at the entrance designated by the school.

- Teach your child never to talk to strangers or accept rides or gifts from strangers. Remember, a stranger is anyone you or your child (ren) do not/does not know well or do not/does not trust. Teach your child(ren) never to take a ride with a family friend without prior approval fromyou.
- For students who are not riding the bus, parent/guardian must pick-up their child(ren) from school within 10 minutes of the school bell.

BULLYING PREVENTION PROGRAM

- **Bullying is not tolerated at Benjamin Franklin Elementary Mathematics and Science School.** Consequences for bullying behavior can range from detention to suspension or expulsion. Bullying behavior must be reported to the teacher/administration. The Office of Children and Young People's Services' Anti-Bullying Strategy defines bullying as a persistent, deliberate attempt to hurt or humiliate someone.
- There are various types of bullying, but most have three things in common:
- It is deliberately hurtful behavior.
- It is repeated over time.
- There is an imbalance of power, which makes it hard for those being bullied to defend themselves.

- Cyber Bullying is the use of the Internet or any communication device to send or receive messages that discriminate against others; use of abusive language or profanity over the Internet.

Social Media Posting of School Related Activities

- Any postings involving school activities and personnel via social media, including applications such as Facebook, Instagram, Snapchat, etc. are not allowed and may be subject to disciplinary action.

- Parents are asked to please monitor their children's use of technology such as cell phones, computers, and social media outside of school, so that there won't be any issues during school hours.

SCHOOL AND PERSONAL PROPERTY

- Students must assume responsibility for the loss or damage of any school or personal property.
- Students are not allowed to bring any item that will distract from instruction to school. This may include but is not limited to: smart watches, iPads, MP3 players, tablets, notebooks, and electronic games or play gadgets. Students who fail to comply will have the item confiscated and submitted to the office. Once submitted to the office, electronic devices will only be returned to the parent or guardian.
- **The school is not responsible for the loss or damage of personal property brought on campus or the bus.**
- All school uniforms and outerwear must be labeled on the inside of the garment

SUPPORT SERVICES

Language Assistance for Limited English Proficiency (LEP) Parents

- The District's Community Liaison Coordinators will provide and coordinate language assistance

services including interpreters and written translations for parents and staff of the Orleans Parish School Board. Request forms are located in the front offices at each campus. https://nolapublicschools.com/families/student-resources

Homeless

- The McKinney-Vento Education of Homeless Children and Youth Assistance Act is a federal law that ensures immediate enrollment and educational stability for homeless children and youth. McKinney- Vento provides federal funding to states for the purpose of supporting district programs that serve homeless students. The McKinney-Vento Act defines homeless children as "individuals who lack a fixed, regular, and adequate nighttime residence." The act provides examples of children who would fall under this definition:

- Children and youth sharing housing due to loss of housing, economic hardship ora similar reason.
- Children and youth living in motels, hotels, trailer parks, or camp grounds due to lack of alternative accommodations.
- Children and youth living in emergency or transitional shelters.
- Children and youth abandoned in hospitals.
- Children and youth awaiting foster care placement.
- Children and youth whose primary nighttime residence is not ordinarily used as a regular sleeping accommodation (e.g. park benches, etc.).
- Children and youth living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations.
- Migratory children and youth living in any of the above situations.

Animals in School

- Parents will be notified of any classroom pets and of the handling procedures. Please make sure the school is aware of any allergies that your child may have related to animals or pets.

Response to Intervention (RTI)

- Response to Intervention (RTI) is a multi-tier approach to the early identification and support of students with learning and behavior needs. Struggling learners are provided with interventions at increasing levels of intensity to accelerate their rate of learning. Progress is closely monitored to assess both the learning rate and level of performance of individual students. Educational decisions about the intensity and duration of interventions are based on individual student response to instruction.
- RTI is designed for use when making decisions in both general education and special education, creating a well-integrated system of instruction and intervention guided by student outcome data.
- 504 Plan
- Section 504 of the Rehabilitation Act of 1973 is the part of the federal civil rights law that prohibits discrimination against public school students with disabilities. The statute ensures that

a qualified student with a disability receives reasonable accommodations and/or related aids and services necessary for that student to access education or school-related programs and activities. Students suspected of needing a 504 accommodation are referred to the school's Section 504 designee. The school's Section 504 designee will initiate the process of determining whether or not the student qualifies according to the federal law.

Special Education

- Compliance
- If it is determined through the evaluation process that a child has a disability and needs special education and related services, then the child shall be classified in accordance with the Pupil Appraisal Handbook. The School Board shall establish and maintain policies and procedures in accordance with federal and state laws and regulations to ensure those students with exceptionalities and their parents are provided the necessary procedural safeguards with respect to the provision of free appropriate publication education by the School Board.

Referral

- NOLA Public Schools has a duty to locate students residing within the district who might be in need of special education (Child Find). In order to meet its "child find" obligations, NOLA-PS has procedures in place to locate, identify, and evaluate students between the ages of 3 & 21 who are suspected of having a disability and may be eligible for special education and related services.

Student Assistance Team (SAT)

- The Student Assistance Team (SAT) ensures that students are provided the opportunity to succeed in the general education environment. Frequent concerns that result in SAT referral include students that show a pattern of chronic academic difficulties, experience family problems, show chronically unacceptable behavior, have signs of abuse, have difficulties with peer relations, have excessive absences/tardiness, suspected gifted, or any other modifications that contribute to student success. Referrals may be requested by a parent, the classroom teacher, or by another staff member who is familiar with the student. Students are to be referred for special education evaluation only when interventions and modifications have been unsuccessful, and data justifies referral. The committee can assist with developing solutions for students to maximize their potential and success in the regular program by accessing school services, community services, or other instructional/placement accommodations.

Social Worker

- Our social worker helps students with both personal and academic problems. Students may be seen individually or in a group setting. The social worker provides a confidential professional service that is helpful to students, parents, and staff in analyzing problems to bring about change or growth.

Counseling Services

- A full-time school social worker coordinates age-appropriate groups such as grief, anger management, divorce, and social skills. The social worker strives to assist the school in meeting the academic, social, and emotional needs of each student.

Community Services

- The school Social Worker has a list of agencies for family and community services.

Parent Liaison

- Our parent liaison is a resource for our parents, assisting with connections to Parent Power and implementation of our Title I Parental Involvement Policy. Title I sponsors a monthly parent meeting on issues of interest to parents. The Parent Liaison is available from 8:00 am to 3:00 pm. The Parent Liaison can be reached at (504) 304-3934.

Custody

- Benjamin Franklin Elementary/Middle Mathematics and Science School recognizes that issues pertaining to the legal and physical custody of students are complicated and can impact the student's educational experience. Parents/legal guardians are strongly encouraged to stay involved with their child(ren)'s academic progress. Unless a court order decrees otherwise and is on file with our Secretary/Data Manager, either parent or legal guardian who is on record in Power School may view education records and attend school functions or school meetings regarding the student. Official notices and report cards will be sent to the parent or legal guardian with primary physical custody (domiciliary parent) during the school year. It is the responsibility of the parent or legal custodian with primary physical custody to provide current copies of court orders to the school. Child visitation and exchange of custody should not take place during school hours or on school property. The school reserves the right to prohibit parents or legal guardians from entering the school grounds if their conduct becomes disruptive to the school environment.

New Orleans Public Schools Policies and Procedures

Benjamin Franklin Elementary/Middle (BFEM) follows all state and local school policies. NOLA Public School Policy and the Pupil Progression Plan (PPP) can be viewed at nolapublicschools.com. State policies can be viewed on the State Department of Education's website: https://www.louisianabelieves.com.